

**Subject:** URGENT! Materials delivered to wrong address  
**From:** "Ellen Endo" <ellenendo@yahoo.com>  
**Date:** 4/20/18, 9:21 AM  
**To:** Maggie Bahrmassel  
**CC:** Ryan Kurtzman

Maggie,

I received a call this morning from the Japanese American Community Center on Sutter Street in NORTHERN CALIFORNIA (San Francisco). Unfortunately, we are located in SOUTHERN California. They apparently received the delivery intended for the **Japanese American Cultural and Community Center here is Los Angeles**.

Our address is **244 S. San Pedro Street, Los Angeles, CA 90012**.

**I don't know if it is possible to re-route the deliveries to Los Angeles in time for our opening ceremonies tomorrow morning but we will certainly post the signage and chalk art for the subsequent days of our miniature golf attraction as soon as they arrive.**

Ellen Endo  
(818) 512-8791 my cell phone

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**From:** Maggie Bahrmassel <MBahrmassel@kaboom.org>  
**To:** Ellen Endo <ellenendo@yahoo.com>  
**Cc:** Ryan Kurtzman <ryan.kurtzman@lacity.org>  
**Sent:** Thursday, April 19, 2018 6:58 AM  
**Subject:** RE: Little Tokyo Opening Ceremonies & Press Conference Schedule

Hi Ellen,

Thanks so much for the extra information!

In Play,  
Maggie

Maggie Bahrmassel  
Grants Program Manager  
(O) 202-464-6179  
[kaboom.org](http://kaboom.org)

Check out the newly released [Play Everywhere Playbook](#), our guide on how to champion and create kid-friendly, playful cities.

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**From:** Ellen Endo [mailto:ellenendo@yahoo.com]  
**Sent:** Thursday, April 19, 2018 4:20 AM  
**To:** Maggie Bahrmassel <MBahrmassel@kaboom.org>  
**Cc:** Ryan Kurtzman <ryan.kurtzman@lacity.org>  
**Subject:** Re: Little Tokyo Opening Ceremonies & Press Conference Schedule

We expect 40-50 to attend the opening ceremonies. We have invited all major media outlets.

There will be a podium and microphone. There are stairs leading up to a famous sculpture on the plaza. The stairs serve as an elevated platform.

NBC4 & NBC Asian America  
ABC7  
KTLA  
FOXLA  
LA Times  
Downtown News  
Associated Press  
KCRW  
City News Service  
Japanese language press  
LA Daily News

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, April 18, 2018, 2:28 PM, Maggie Bahrmassel <[MBahrmassel@kaboom.org](mailto:MBahrmassel@kaboom.org)> wrote:

Hi Ellen,

Thanks again for sending this. Our funder had a couple more follow up questions. Could you provide guidance on:

1. Approximately how many people are you expecting in attendance? What is the audience?
2. Which media outlets have been invited?
3. Is there a stage, microphone, and/or podium?

Thanks in advance and apologies for asking for follow up questions!

In Play,  
Maggie

Maggie Bahrmassel  
Grants Program Manager  
(O) [202-464-6179](tel:202-464-6179)  
[kaboom.org](http://kaboom.org)

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**From:** Maggie Bahrmassel  
**Sent:** Wednesday, April 18, 2018 9:42 AM  
**To:** 'Ellen Endo' <[ellenendo@yahoo.com](mailto:ellenendo@yahoo.com)>  
**Cc:** Ryan Kurtzman <[ryan.kurtzman@lacity.org](mailto:ryan.kurtzman@lacity.org)>  
**Subject:** RE: Little Tokyo Opening Ceremonies & Press Conference Schedule

Thanks so much for sending this, Ellen! Looks like you're on track for an amazing event this weekend!

In Play,  
Maggie

Maggie Bahrmassel  
Grants Program Manager  
(O) [202-464-6179](tel:202-464-6179)  
[kaboom.org](http://kaboom.org)

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**From:** Ellen Endo [<mailto:ellenendo@yahoo.com>]  
**Sent:** Wednesday, April 18, 2018 3:47 AM  
**To:** Maggie Bahrmassel <[MBahrmassel@kaboom.org](mailto:MBahrmassel@kaboom.org)>  
**Cc:** Ryan Kurtzman <[ryan.kurtzman@lacity.org](mailto:ryan.kurtzman@lacity.org)>  
**Subject:** Little Tokyo Opening Ceremonies & Press Conference Schedule

Hi Maggie,

Attached is the schedule for this Saturday's opening ceremonies and press conference. Let me know if you have questions.

Ellen Endo  
Little Tokyo Business Association  
[\(818\) 512-8791](tel:818-512-8791)